

Washington County

Job Description



Title:	Real Property Specialist		
Division:	Real Property	Effective Date:	07/08
Department:	Assessor	Last Revised:	10/15
Career Service:	Eligible	FLSA Status:	Eligible

GENERAL PURPOSE

Provides technical, complex, or specialized office support to appraisal teams involving verification, data gathering, maintaining a variety of records and documents, and related duties as needed to organize and assemble personal property and real property data for the county-wide appraisal, assessment, and equalization program.

SUPERVISION RECEIVED

Works under the direct supervision of a Division Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (Performs some or all of the following)

Performs routine document scanning; electronic workflow procedures; complex database research; complex data input; collects sales information from multiple sources; confirms transactions; coordinates collection of building permits and information from various municipalities.

Coordinates with appraisal teams; organizes and prepares information for use by the appraisal teams; researches parcel splits and combinations; performs electronic workflow tasks as role dictates; maintains complex spreadsheets; prepares continuous high-volume outgoing mailings; processes high-volume received mail; answers phones; provides customer service on the phone and over the counter.

Performs electronic annotations; organizes, edits, and moves documents and images in data management system; performs address corrections in database; maintains database tables as assigned; prepares and maintains spreadsheets.

Prepares and creates presentation and educational material; edits and maintains office procedures and policies as assigned; confirms database information; performs mathematical calculations; researches and interprets complex parcel genealogy and ownership.

Prepares time-sensitive written correspondence; coordinates assessment activities with various county departments and appraisal teams; performs digital formatting; calculates and prepares data and estimates for application and/or billings; processes billings, payments, and refunds.

Performs routine manual and electronic filing; records legal documents; notarizes documents as assigned; prepares, processes, organizes, and files appeal documentation; proofreads documents and reports for completeness and accuracy; prepares documents for the County Board of Equalization; confirms document data; creates and formats spreadsheets to calculate data, and reconciles totals.

Provides first line contact with the general public; answers phones; assists callers and visitors; maintain office inventories and resources; manages databases and/or spreadsheet files; opens and closes the office; secures cash in safe.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from a senior high school or equivalent;
AND
 - B. Two (2) years of experience as a clerk or technician involved in full performance clerical office work related to above duties;
OR
 - C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of modern office procedures and policies; office machines and equipment; procedures and methods related to filing and documenting; computers, data entry; inter-relationships of the various departments of county government; legal descriptions; statistics; software applications including Excel, Access, Word, PowerPoint, Publisher, scanning software, and GIS applications, etc.; intermediate or higher mathematics involving the use of addition, subtraction, multiplication and percentages; interpersonal communication skills and telephone etiquette.

Some knowledge of the principles of property appraisal and tax assessment.

Ability to perform complex technical and/or specialized support work requiring the exercise of independent judgment; complex clerical and support duties; communicate effectively both verbally and in writing; ability to perform routine mathematical calculations using percentages and fractions; develop effective working relationships with supervisors, peers, the public and those contacted in the course of the work; organize, maintain, and research databases and departmental files; read maps; use initiative and independent judgment within established procedural guidelines; organizational skills; establish priorities and meet critical deadlines; contribute effectively to the accomplishment of team or work unit goals, objectives and activities. Must be able to perform a high volume of work while maintaining accuracy and adhering to statutory regulations and deadlines.

3. Special Qualifications:

Working knowledge of Microsoft Office Suite; 10-key; very good verbal and written communication skills; customer service proficiency; must successfully complete course 501 Assessment Practices in Utah within twelve months of attaining position; must possess a valid Utah driver license; may be required to be or become a notary public. Spanish Speaking Helpful.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, and does involve walking, standing, stooping, lifting, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)